



California Public Employees
Retirement System

**ASSOCIATE PROGRAM AUDITOR, CALPERS
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY
EXAM CODE: 6PABB
CONTINUOUS FILE EXAMINATION**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO MAY APPLY

This is an OPEN – SPOT Continuous File examination for the Public Employees' Retirement System (CalPERS). Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

HOW TO APPLY

All applicants must complete the Training and Experience Examination (link on the following page) AND submit a Standard State Application (678) with any required educational documentation (if applicable). Applications must be received within 14 days of completing the online examination.

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed will not be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Michelle Gomez
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Michelle Gomez
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE INCLUDE EXAM CODE 6PABB ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

**FINAL FILING DATE
CONTINUOUS FILE**

Applications will be accepted on a Continuous basis.

**SPECIAL TESTING
ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336*.

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

**MONTHLY SALARY
RANGE**

Minimum \$4,829.00 Maximum \$6,350.00

**POSITION
DESCRIPTION AND
LOCATION**

This is the full journey person level in the series requiring independence and proficiency in handling complex and difficult assignments. Under direction, incumbents utilize a wide range of analytical skills in gathering and analyzing information, drawing appropriate conclusions, and formulating recommendations. In addition, they provide assistance to lower-level staff and may function in a lead capacity with a small group of evaluators.

Positions exist with the California Public Employees' Retirement System located in Sacramento, California.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

**EXAMINATION
INFORMATION**

TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In

order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

Click the link below to complete the Training and Experience Examination:

<https://www.surveymonkey.com/r/AssocPrgmAud2016>

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

Education Requirement: A four-year college degree, preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Either I

Experience: One year of experience in the California state service performing the duties of a class at a level of responsibility at least equivalent to a Program Auditor, CalPERS, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: Three years of increasingly responsible professional accounting, auditing, management information systems, or related financial and/or performance consulting experience which shall have included the preparation of reports and the presentation of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to a Program Auditor, CalPERS, Range C. Possession of an advanced degree (master's or doctorate degree) in one of the subjects described in the education requirements may be substituted for the required experience on the basis of a master's degree being equivalent to one year of experience and a doctorate degree equivalent to two years of experience. **And**

Education: The education pattern listed under education requirement.

**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

"Equivalent to graduation from college....." is defined as: Satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4 year college).

The words **"duties of a class with a level of responsibility"** means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

The words **"performing the duties of..."** means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

**EXAMINATION
SCOPE**

TRAINING AND EXPERIENCE - WEIGHTED 100.00%

Knowledge of:

1. Principles and practices of business and organizational management.
 2. General accounting and auditing principles and procedures.
 3. Basic knowledge of research methods.
 4. Basic knowledge of word processing, spreadsheet and database software.
 5. Operations, procedures, and professional auditing standards.
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Ability to:

1. Apply the required knowledge to a variety of situations.
2. Conduct performance, compliance, financial audits and evaluations of internal/external entities.
3. Analyze financial and program management policies, procedures, and problems.
4. Clearly define objectives and develop approaches and methodologies to meet those objectives.
5. Identify controversial or sensitive issues affecting assignments.
6. Reason logically and use a variety of analytical techniques to resolve problems.
7. Identify and draw appropriate conclusions and recommendations.
8. Communicate effectively both verbally and in writing.
9. Act as a team leader/member.
10. Learn and understand the organization's missions, goals, objectives, core values and culture.
11. Learn and understand the organization's business lines and operations.
12. Interpret and apply sections of laws, regulations, policies, and procedures.
13. Make sound decisions and judgments in furtherance of the organization's mission.
14. Maintain independence and objectivity while performing audit assignments.
15. Gain and maintain the confidence and cooperation of internal/external entities during the course of work.
16. Plan and prioritize to ensure that assignments are completed by the due dates and within the budgeted hours.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work away from the headquarters office and work long and irregular hours; demonstrated ability to act independently; open-mindedness; flexibility; tact; and willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional Practice of Internal Auditing.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

Michelle Gomez (916) 795-9656

CalPERS Exam Services Unit

400 P Street, Suite LPN #3260

Sacramento, CA 95811

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

BRD: May 10, 2016

Class Code: 4059

Schematic Code: JC20

GENERAL INFORMATION

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting will be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

